20 June 1977

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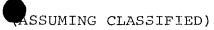
OFFICE OF C	OMMUNICATIONS NOTICE NO. 38-77
SUBJECT :	Security Classification Marking of Paragraphs and Titles
REFERENCE:	of 24 May 1977
l. OC compliance	The following guidelines are provided for ce with E.O. 11652 and reference notice.
One space wire fication and	For format uniformity, two spaces will precede etical classification with one space following paren before paragraphs (see attached example). ill be inserted between the parenthetical classities to forms will be treated for classification, paragraph.
in the headidocument is these items the top and is required signature lieach dispato or control mation or co	In dispatches between Headquarters and the field subject and individual paragraphs are unclassified, nal titles, locations and pseudonyms may appearing as well as in the signature line. The overall to be classified because of the appearance of and classification markings are to be applied at bottom of each page. No classification marking for these items when they occur in the heading or the subject line and all paragraphs of the will be marked with abbreviated classification markings or with (U) to indicate that no classification marking is warranted by content of the the individual paragraph.

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Unclassified documents which warrant control arking as prescribed in require judgment as to nether the subject and each paragraph also warrant control arking. If the control marking is not warranted for the ubject or a particular paragraph, the marking (U) will be sed to so indicate.	
6. Internal OC copies of an otherwise unclassified ocument may warrant security classification due to the dition of the originator's name, if the originator is under over. Use of the originator's initials rather than the full me is encouraged in such instances.	
The format for Agency regulations and OC Orders lentifies the beginning paragraph or title standing alone a paragraph. Whether the title stands alone or is a part the introductory paragraph, the classification marking all precede the title. Major subordinate sections; e.g., GENERAL, b. POLICY, c. AUTHORITIES and RESPONSIBILITIES, e.g., are subparagraphs, however, for purposes of classification, ey will be treated as paragraphs and will be individually assified. Parenthetically numbered or lettered subparagraphs bordinate to these major subparagraphs are included in the assification of the major subparagraph and therefore will not classified individually.	
8. The titles and paragraphs in OC handbooks and nuals will be classified in the same manner prescribed for orders, in paragraph 7., above. However, the only abbreviated assification/control marking required on the Table of Contents ge(s) will precede the title - (C) Table of Contents - which ll reflect the highest classification of any listed subject.	
All questions concerning these classification ocedures should be directed to the Office of the Director of mmunications on extention	
Director of Communications	
stribution: 4	

Attachment: As Stated

Approved For Release 2007/07/06: CIA-RDP86-00674R000100050007-0



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EXAMPLE

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OC	NOTICE	NO.	38-77	

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MEMORANDUM FOR:	Addressee
FROM:	John Doe Office Title/Designation
SUBJECT:	As Appropriate
REFERENCE:	If Appropriate
	on Requested:
••••••	***************************************
	ground:
•••••	*************
- a	•••••••
b	•••••••
3. (C) <u>Staf</u>	f Position:
4. (U) Reco	mmendation:
•••••••••••••••••••••••••••••••••••••••	***************************************
. •	• •
	John Doe
APPROVED: Director	of Office
DISAPPROVED:	tor of Office
DATE:	· ·

(ASSUMING CLASSIFIED)